



FAIRFAX COUNTY PARK AUTHORITY



Welcome to Fairfax County Park Authority camps! Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem. Please make sure your child comes to camp with their completed forms which are attached. It also important to make sure we have the most current information on your member account (phone number, address and email). If you have moved and need to update your member account, please call (703)222-4664. For your tax records, the tax ID for Fairfax County Park Authority is 54-0787833. Please check your email periodically for camp updates.

ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS AUTHORIZATION FORMS ARE COMPLETED, SIGNED BY PROPER AUTHORITIES, AND RETURNED. If your child will need medication administered during program hours, please download authorization forms from our website at www.fairfaxcounty.gov/parks or call (703)324-8571 to request Authorization Forms. Staff is not permitted to administer medications, whether over-the-counter or prescription, without proper paperwork completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or it will be discarded within 14 days. Long term medications (over 10 days) require doctor's signature.

SIGNING IN/OUT

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick-Up Authorization Form. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp site staff. Parents must sign-in and walk children to the specific meeting area. If arriving late, please check in with the Camp Director.

ADDITIONAL PAPERWORK

If an immunization record and proof of physical examination is required, an additional page labeled "Important Information & Documents Required" will be included in this packet. If it is not included, you do not need to submit a physical examination or immunization record.

SICK/ILL CHILDREN AND PREVENTING THE SPREAD OF DISEASE

Please keep children home if child shows signs of a communicable disease or illness including vomiting, diarrhea, or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately. A doctor's note is required before children may return. Parents should notify the site within 24 hrs. if a member of the household develops a communicable disease and immediate notification if it is a life threatening disease. Parents are notified about

disease outbreaks at camp. If a serious injury occurs at camp, parents will be notified immediately.

LATE PARENT POLICY

If a parent or authorized person is late in picking the child up, a late fee of \$1 for every minute will be applied. If a child is consistently picked up late, the child may be dismissed from the program. Children become upset when parents are not on time, please call the site if you know you will be late. A staff member will remain with the child up to one hour after the program ends. After one hour, Child Protective Services will be called.

SUNSCREEN & INSECT REPELLENT

Staff is not permitted to apply sunscreen, insect repellent or lotion to children. Campers over the age of five may bring sunscreen and/or insect repellent to camp to apply themselves with help from staff. All sunscreen must be in the original container labeled with the child's name. Please apply sunscreen and insect repellent to your child before camp as well.

CHILDREN'S BELONGINGS

Please label ALL belongings. Personal belongings should be kept in a bag or backpack which will be stored in program area. FCPA follows public school's policy on cell phones and electronic devices. These are allowed to be carried in the child's backpack, but must be turned off during camp hours. We strongly discourage campers bringing these items to camp. Campers must wear tennis shoes (no wheeled shoes). The FCPA and the site staff are not responsible for lost/stolen items.

FOOD FROM HOME AND CANDY MACHINE USE

It is recommended that lunches and snacks brought from home be nutritious and nonperishable and packed in a soft cooler/lunch bag with an ice pack. Please label food container with the *date and child's name*. We ask that parents take home unused portions of open food at the end of the day or it will be thrown away. Please check with the program staff regarding the use of candy machines by children and refrigeration as most sites do not have access to refrigerators. Parents will be notified to bring in lunch in the event a child does not have one. Camp Directors will work with parent to make sure children receive lunch.

POOL REGULATIONS

Not all programs use the pool. Swimmers are required to take a soap shower before entering the pool. Life vests/water wings are permitted in shallow water with direct supervision. Masks, snorkels, and fins may be used at the guards' discretion and based on demonstrated ability. Children must pass a proficiency test to go in water over their shoulders. Children with skin infections, open wounds, nasal or ear discharge, or any communicable disease, are not permitted in the pool. No sauna or spa use.

EXTENDED CARE

Please refer to the attached Extended Care sheet.

BEHAVIOR MANAGEMENT & DISCIPLINARY ACTIONS

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. FCPA reserves the right to immediately dismiss a child from any program. **STAFF WILL NEVER:** 1) use physical punishment; 2) be verbally abusive; 3) force, withhold, or substitute food; 4) give any child the authority to punish another child; 5) place a child out of visual/hearing sight, in the dark, or 6) punish a child for a toileting accident.

All participants must meet the code of conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support; (2) stay with assigned group; (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself); (4) maintain self-control; (5) meet the prerequisite skills for the program.

REFUNDS/TRANSFERS

Cancellations and transfers may NOT be done through the automated telephone or internet registration systems. For operator assistance, call (703)222-4664. There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least fourteen days prior to the camp session for which the refund/transfer is being requested. All but \$25 will be returned for approved refunds per session. Refunds are not permitted for those who register within fourteen days prior to the start of a camp session. Transfers cannot be done within the fourteen day period before the start of camp. Within fourteen days of the start of camp, refunds will

only be given for medical emergencies with doctor's written verification as long as the verification is received BEFORE the camp ends. If a medical emergency occurs during camp, a doctor's written verification will be needed within 24 hours for a pro-rated refund. Requests received after the camp session ends will not be granted.

PROMOTIONAL PHOTOS/VIDEOS

Children enrolled in FCPA Camp programs may be photographed or videotaped during camp by FCPA or public media for FCPA promotional purposes unless a separate written request not to photograph or videotape is submitted to our Youth Services Office and the Site Manager (Youth Services Office 703-324-8571).

LICENSING INFORMATION

The VA Department of Social Services licenses many of our day camp programs. Licensed programs require proof of child's identity for staff to review. Proof can be a certified copy of your child's birth certificate or one of the valid forms of identity listed on the Pick-Up Authorization Form. Compliance with standards is determined by visits to the site by licensing staff. For more licensing information please contact the Fairfax Licensing Office at (703)934-1505.

REPORTING CHILD ABUSE & NEGLECT

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to FCPA Youth Services and Fairfax County Child Protective Services.

QUESTIONS/CONCERNS

Concerns should always be addressed at the site through the lines of authority:
Camp Counselors > Camp Directors > Site Programmer/Contractor > Site Manager

EMERGENCY INFORMATION

Each site has an emergency plan available for review upon request. In the event of a power outage or other special situation at the camp location, staff will arrange an alternate plan such as transporting campers to a local school. In the event a school is unavailable, camp maybe cancelled for the day or part of the day.

TRANSPORTATION

Some RECenter camps use public school buses to transport children on field trips and/or for daily use at nearby school gyms/fields.

Policies are subject to change



Accommodations: If participation accommodations and/or alternative information formats are needed in accordance with the Americans with Disabilities Act, please call (703)324-8563 at least 10 working days in advance of the date needed. TTY (703)803-3354

Fairfax County Park Authority's Katydid Camps
To contact us: kate@katydidkids.com or 703-689-3104 (Frying Pan Schoolhouse)

Welcome to our 2014 camp program. Here are a few specific reminders about Katydid Camps:

Below is a checklist to help you prepare your child for camp:

- ___ **Supply fees of \$5 for half day camps; \$10 for full day camps. Checks made payable to Katydid, Inc.**
- ___ Snack, lunch and drinks needed daily for all camps. Snack is not provided.
- ___ Label all snacks and lunches with **child's name and date.**
- ___ Towel and water shoes needed for days indicated on the calendar as water play. You will receive the calendar on the first day of camp.
- ___ **Label all belongings** with child's name. Lost and Found is kept until the end of summer; contact info above.
- ___ Dress child for outdoor play in comfortable clothes, sneakers or other closed toed shoes.
- ___ These forms must be completed and brought to the first day of camp: **Emergency Form, Pick-Up Authorization, Rules of Conduct and Immunization & Physical record** or a clear, legible copy.
- ___ **Bring your child's original birth certificate on the first day (please refer to the Pick-Up Form for additional documents accepted for proof of child's identity).**
- ___ If medication, inhaler, or epi-pen are to be administered during camp, an authorization form must be completed and submitted. Forms can be downloaded at www.fairfaxcounty.gov/parks/campforms.
- ___ Frying Pan Park now offers extended care hours 7-9am and 4-6pm for full day (9am-4pm camps). See the website at www.fairfaxcounty.gov/parks/parktakes to register for extended care.
- ___ A late fee of \$1 for every minute late a child is picked up will be applied. No exceptions.

LOCATIONS/ WHERE TO FIND YOUR CAMP: These are all outdoor camps. We expect the parents to send appropriate clothes for the weather: *hats, sun visors, rain coats, boots*. We watch for sun and heat stroke and rotate children and activities out of direct sunlight. When rain is expected, we will stay close to the activity location. In the case of heavy rain and thunderstorms, we will go to the closest buildings designated for camp.

Frying Pan Park Schoolhouse: At Frying Pan Park, 2709 West Ox Road, Herndon. West Ox runs east and west between Fairfax County Parkway and Centreville Road. The Park is located just south of the Dulles Toll Road. The Schoolhouse is the red brick building in front of the carousel and immediately on your left as you turn into the park entrance closest to Centreville Road. (703) 689-3104-schoolhouse (703) 437-9101 park office

Burke Lake Park Shelter B: 7315 Ox Rd, Fairfax Station. The main entrance to Burke Lake Park is located just south of the Golf Course entrance on 123 where it intersects Burke Lake Road. To reach the Picnic Shelters, take the right fork of the Y just past the gate/park office. Turn right at the Picnic area sign and follow the road to shelter B. (703) 323-6602

Children are divided into groups by age; usually not more than two years apart in age. If your child wishes to be with a friend, place the name of the friend at the top of your pick-up authorization form and complete the Buddy Request form below. **We will not place whole groups of children together, only a buddy.** Please understand that this is a way for your child to make new friends and is better for group dynamics.

BUDDY REQUEST

If you have a necessary 'buddy request' it must be mailed or emailed at least one week prior to camp session start date. Mail or email to: Katydid, Inc., Camp Forms, PO Box 710516, Herndon, Virginia 20171 or kate@katydidkids.com

Session date: _____ Location: _____

Your Child's Name: _____ Buddy's Name: _____

Email questions to: kate@katydidkids.com

Fairfax County Park Authority Emergency/Medical Information & Parent Agreement



Child's Full Name (last name, first name)	Nickname	Date of Birth	Sex
Chronic Physical Problems/Pertinent Developmental Info/Communicable Diseases/Special Accommodations Needed (please explain)			
Allergies or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency situation)			
Medications Child Takes (see website for appropriate medical authorization forms)			
Child's Physician			Phone
What schools/day care programs has your child attended and list any other programs your child currently attends?			Grade

PARENT(S)/GUARDIAN(S)

Father's Full Name	Place Employed	Business or Cell Phone
Home Address (#, street, apt, city, state, zip)	E-Mail Address	Home Phone
Mother's Full Name	Place Employed	Business or Cell Phone
Home Address (#, street, apt, city, state, zip)	E-Mail Address	Home Phone

EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)

Emergency Contact #1	Address (#, street, apt, city, state, zip)	Phone (home, work, cell)
Emergency Contact #2	Address (#, street, apt, city, state, zip)	Phone (home, work, cell)

AGREEMENTS

If swimming/wading activities are included in the program, my child is allowed to participate and his/her swimming ability is CHECK ONE <input type="checkbox"/> Non-Swimmer <input type="checkbox"/> Beginner Swimmer <input type="checkbox"/> Experienced Swimmer
I give my child permission to apply sunscreen and/or insect repellent to him/herself and I will be supplying my child with the product. If my child has an adverse reaction to the sunscreen, take these actions:
I agree to inform the center within 24 hours if my child or any member of the household develops a reportable communicable disease (immediate notification required if the disease is life threatening)
The center shall notify parents/guardians whenever their child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
I hereby grant approval for my child to be photographed and/or videotaped by Fairfax County Park Authority to be used for the sole purpose of promoting or publicizing FCPA programs.
I hereby authorize the FCPA and/or designated contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event non-emergency medical care is required, I authorize FCPA to seek medical treatment through my child's physician. I understand that I am responsible for medical expenses incurred by my child and that FCPA advises I carry health insurance for my child.

I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct. I have made a copy of this for my own records.

Parent/Guardian Signature

Date

-IMPORTANT INFORMATION & DOCUMENTS REQUIRED-

All licensed child care programs are required to collect immunization and physical records from participants. Due to a change in the State Board of Health regulations, the immunization record must be on the Commonwealth of Virginia School Entrance Health Form (MCH213).

A physician's form/record is acceptable if it:

- indicates the child is adequately immunized
- indicates the dates of administration including month, day and year of vaccines
- is signed or stamped by a physician, registered nurse, or health dept official
- is attached to the School Entrance Health Form MCH213

*Copies of the physician's record and/or Form MCH213 are acceptable

*Electronic signatures are acceptable

A Religious Exemption Certificate may be submitted if the administration of immunizations conflicts with the family's religious practices. You can find the Certificate of Religious Exemption at the website below.

The VA School Entrance Health Form MCH213, the Certificate of Religious Exemption and additional information can be found at this website:

<http://www.vahealth.org/childadolescenthealth/schoolhealth/forms.htm>

A PHYSICAL RECORD IS REQUIRED IF CHILD IS ATTENDING THE PROGRAM FOR MORE THAN 30 DAYS

**BRING CAMP FORMS WITH CHILD ON THE FIRST DAY. DO NOT MAIL FORMS.
TO AVOID CONFUSION, PLEASE MAKE COPIES TO SUBMIT FOR EACH CAMP/EACH WEEK.**

Fairfax County Park Authority

Pick Up Authorization

(bring this form on the first day of each camp)



Complete this form and make copies for each week your child is enrolled. A new form must be submitted each week.

Child's Name (please print):

List all of the camps child is attending:

The following people are authorized to pick up my child from the FCPA program. I understand my child will be allowed to leave with these individuals only. Photo identification will be asked at sign out. (be sure to include yourself)

Authorized Person's Name	Relationship to Child	Contact Phone Number

Name of persons NOT allowed to pick up child (appropriate custody papers shall be attached if a parent is not allowed to pick up the child):

Parents/Guardians must sign children in and out each day.

Date	Day	Time In	Initials	Tine Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Parent/Guardian

Signature_____ **Date**_____

Child's Name _____

for additional sessions

Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

CHILD IDENTITY VERIFICATION/PROOF OF CHILD'S IDENTITY

(required by Code of Virginia 63.2-1809 for licensed programs)

FOR SAFETY REASONS, PLEASE DO NOT SEND IN PROOF OF IDENTITY. PROOF MUST ONLY BE SHOWN TO STAFF UPON ARRIVAL ON THE FIRST DAY OF CAMP.

Proof of child's identity and age may include any of these: original or certified copy of child's birth certificate, birth registration card, notification of birth record, passport, adoption/foster placement agreement, or public school report card.

Although we cannot keep a child out of camp without this proof, we are required, by law, to notify the local law-enforcement agency within seven days if we are not shown proof of child's identity.

Please complete the following information before arriving at camp:

Type of Proof (passport, birth certificate)	Child's Date of Birth	-FCPA Use- FCPA Approval	- FCPAUse- Date Seen



Fairfax County Park Authority Camp Program



Children and parents should review this required document together and sign below.

Children must:

- ☺ Maintain personal care (toileting, changing) without staff support
- ☺ Stay with assigned group at all times
- ☺ Respect others in what you say and do
- ☺ Listen to program leaders and follow directions
- ☺ Use appropriate language
- ☺ Keep hands to oneself and maintain self-control
- ☺ Take care of their own belongings
- ☺ Use equipment and supplies in a safe and appropriate manner
- ☺ Teasing and bullying are not tolerated and are grounds for enrollment termination and children should report these incidents immediately to their counselor
- ☺ Follow the policy for cell phones and other multimedia devices: FCPA follows the schools policy in that campers/CIT's are allowed to have cell phones and other multimedia devices, but they must be turned off and kept in the child's backpack during camp hours. We strongly suggest these items be left at home. FCPA will not be held responsible for lost or stolen items. Care for these items is solely up to the child.
- ☺ Play safe and have fun

Parents must:

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program, bring proper I.D. and be on time
- Contact the Camp Director or Program Manager immediately when issues arise

Grounds for Immediate Dismissal (no refund given):

- A parent who refuses to follow FCPA policies as stated in the parent packet
- A child who brings a weapon to camp
- A child who intentionally harms himself or causes injury to another child or staff member
- A child who vandalizes or steals property of the camp facility, staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

Management of Behavior

From time to time, staff must take actions to resolve problems disruptive to the program/other participants. Behavior guidance requires specialized skills; although staff is not behavior specialists, staff are trained to provide basic behavior interventions. To manage disruptive and inappropriate behaviors, staff will acknowledge the behavior, address it with the child, assess the reasons for the behavior, discuss with the child what is appropriate behavior, redirect behaviors when appropriate, if necessary, remove the child from the activity until the child can exhibit self-control and discuss the behavior problems with the parents to strategize possible solutions. In situations where inappropriate or disruptive behavior is reoccurring, the child's enrollment in the program may be terminated. The staff does NOT use physical punishment, humiliation, shaming or denial of food as methods to manage behavior. Staff uses a proactive approach to meet the needs of the children by planning age/ability appropriate activities in a fun and safe environment.

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone (please bring this form with you on the first day of camp).

Child's Name (please print) _____
Signature of Child _____ Date _____

Signature of Parent/Guardian _____ Date _____
Parent's home phone _____ work phone _____



Fairfax County Park Authority Parent Feedback Form



The Park Authority cares about the quality of our programs; therefore, your feedback is important to us. It is our goal to use this form to receive your comments, suggestions, compliments or concerns during the camp program so issues can be addressed immediately. Please forward this to the Youth Services office below. Thank you for your time.

Camp Name _____ Location _____

Comments:

Please forward this to Youth Services:
Fax (703)324-3976
Mail: 12055 Government Center Pkwy, Suite 927
Fairfax, VA 22035-1118
(please do not mail other camp forms to this address)

Thank you to the following PACT (Parks & Community Together) Gold sponsors for 2013: Claude Moore Charitable Foundation, Mars Incorporated, Noblis, USA Mobility Wireless, Inc., and Volkswagen Group of America. For more information on how to become a sponsor helping send homeless children to summer camp, please call 703-324-8532.